

PREPARATION:

Procedure is a vital aspect of Model UN. In committee, there are very specific guidelines that must be adhered to when one wants to make an action. While rules of procedure vary from conference to conference, the following document explains the parliamentary procedure at INMUN. Parliamentary procedure is the language through which you will communicate during the conference. The following guide explains each rule in a few different ways.

First, the “context” describes what the function of the rule is. Second, the “when” explains the time that the rule is used. Third, a “comment” is provided if there is another part of the rule. And lastly, the “best used for” explains the best time for a rule to be used.

MOTIONS

A **motion** is used in committee when a delegate wants to have an action passed that affects the entire committee. Like the name suggests, “motion”, as in “moving”, means that you are “moving” towards an action (this may help you remember).

Motion to Open the Speakers List

- 1) Context: This motion is used when a delegate wants to start a new speakers list; the chair will then call on delegates who want to be added to the list.
- 2) When: This is used at the beginning of the conference when a speakers list has to be opened to set the agenda; it is also used to create a new speakers list after the agenda has been set (and for every new topic up for discussion thereafter).

Motion to Set the Agenda

- 1) Context: This is used to set the order in which the topics will be debated; there will be two speakers for and two speakers against the motion.
- 2) When: The motion is used after there has been sufficient debate upon which of the topics on the agenda is more important and will be entertained at the discretion of the chair.

Motion for a Moderated Caucus

- 1) Context: This motion is employed when one wants to start a moderated caucus.
- 2) When: A moderated caucus can be called for anytime during organized debate (when the chair asks if there are any points or motions on the floor), or after a previous caucus is finished.

- 3) Comment: When a delegate calls for a moderated caucus, they also must specify the length of the caucus, the length of each speaking time, and the purpose of the caucus; for example – “motion for a ten-minute moderated caucus with a thirty second speaking time for the purpose of discussing education within the field of child labour.”
- 4) Best used for: A moderated caucus is best used for relatively fast paced discussions about a specific sub-topic. It is sometimes used to hear the opinions of many nations in order to focus what the committee will talk about.

Motion for an Unmoderated Caucus

- 1) Context: This motion is utilized when one wants to start an unmoderated caucus.
- 2) When: An unmoderated caucus can be called for anytime during organized debate (when the chair asks if there are any points or motions on the floor), or after a previous caucus is finished.
- 3) Comment: When a delegate calls for an unmoderated caucus, they also must specify the length of the caucus.
- 4) Best used for: An unmoderated caucus is best used for informal debate. If a delegate wishes to have a discussion with another delegate, or if a delegate wishes to collaborate with others in writing a resolution, then an unmoderated caucus would be appropriate.

Motion for a Right of Reply

- 1) Context: If a member of the committee makes a personal attack on another delegate, then the offended delegate is permitted to reply to the delegate. However, if an attack is made on a delegate’s position, the delegate does not receive a right of reply, meaning “Country A is stupid...” would deserve a right of reply, while, “Country B’s idea of satellites is idiotic...” does not deserve a right of reply.
- 2) When: A right of reply is requested directly after the personal attack is made
- 3) Comment: The chair makes the ultimate ruling as to whether or not the delegate in question deserves a right of reply.

Motion to Introduce Working Paper/Resolution/Amendment

- 1) Context: This motion is used when a delegate wants to introduce (meaning read it to the committee and make it an official document) a working paper/resolution/amendment.

- 2) When: This motion is used after the dais staff has handed out the working paper/resolution/ amendment to the committee.
- 3) Comment: When you move to introduce the document, you also must specify the number (ex: motion to introduce resolution 2.3).

Motion to Table the Topic

- 1) Context: This motion is used if a delegate wishes to immediately end debate on a topic and move to the next item on the agenda; if this motion is employed, then there will be no vote on the topic or any resolutions introduced on the topic; there will be two speakers for and two speakers against this motion.
- 2) When: The motion can be used any time.

Motion to Close the Speakers List

- 1) Context: Closing the speakers list means that no more countries will be added to the speakers list; when all the names on the speakers list have been exhausted, then the committee immediately moves into voting procedure.
- 2) When: This motion can be used any time during formal debate.

Motion to Close Debate and Move into Voting Procedure

- 1) Context: This motion is used if a delegate wants to end debate on a topic and move into voting procedure; there will be two speakers against this motion.
- 2) When: This motion can be used any time (but it will not be taken seriously unless an ample amount of debate on the issue has occurred).

Motion for a Roll Call Vote

- 1) Context: During voting procedure, as oppose to raising one's placard to vote, a delegate can motion for a roll call vote, which means that each country will be called on individually to cast its vote.
- 2) When: The motion is used during voting procedure and automatically adopted, with the chair's approval.
- 3) Comment: The ways one can vote during a roll call vote are yes, no, yes with rights, no with rights, abstain, and pass. If a delegate votes yes, it means he/she is in favor of the resolution. If a delegate votes no, it means the delegate is against the resolution. If a delegate abstains, it means he/she does not wish to cast a vote on the resolution. If a delegate votes yes/no with rights, it means the delegate wishes

to explain his/her vote. The delegate, upon completion of the roll call vote, will receive a thirty-second speech. If a delegate votes yes/no with rights it usually means that the delegate would like to explain why he/she is voting against their country's position or against what the country was arguing for during debate. If a delegate passes, it means that the delegate is unsure of how to vote and will be called upon at the end of the roll call vote. Please note that if a delegate passes, he/she cannot vote with rights.

Motion to Divide the Question

- 1) Context: This motion is used if a delegate wishes to divide out a portion (certain clauses) of a resolution; each portion of the resolution will then be voted on separately. This requires two speakers for and two speakers against the motion to divide, not the individual divisions.
- 2) When: This motion is used during voting procedure.
- 3) Comment: A delegate would use this motion if the he/she agrees with the majority of a resolution but cannot or will not vote for it because of a certain clause.

Motion to Recess

- 1) Context: This motion is used to suspend debate at the end of each committee session.
- 2) When: At the end of each committee session, once the chair says that he/she would take a motion to Recess.

Motion to adjourn session

- 1) Context: This motion is used to end the last committee session, ending the conference.

Motion to Question the Competence of the Committee to Discuss...

- 1) Context: This motion is used if a delegate believes that a topic either in a resolution or discussed in committee is out of the jurisdiction of charter of that committee. For example, if a resolution on the Commission on the Status of Women had a clause which discussed Iraq's nuclear disarmament, that would merit a motion to question the competence because CSW does not have the ability to disarm Iraq. When someone uses this motion, there will be two speakers for and two speakers against the topic/clauses at hand followed by a vote; if the vote passes, then the topic at hand will be removed from the resolution/discussion.
- 2) When: The motion can be used any time during formal debate.

- 3) Comment: This motion is a very serious motion that drastically changes the course of debate. Accordingly, it should only be used if you and your fellow delegates believe there is a serious problem and the topic of discussion is fully outside the scope of the committee.

POINTS

In general, **points** are a way to ask a question in committee, or bring something of non-substantive importance to the committee's attention.

Point of Parliamentary Inquiry

- 1) Context: This point is used when a delegate is unsure of or wants a clarification of a rule or committee procedure; it can also be used if a delegate has a non-substantive question (such as "point of parliamentary inquiry, would it be in order to start handing in working papers at this time?")
- 2) When: This point can be used any time when the chair is taking points from the floor.

Point of Personal Privilege

- 1) Context: This point is used when a delegate's ability to participate in committee is impaired. For example, one could use this point if it is difficult to hear the speaker or it is very cold in the room.
- 2) When: This point can be used anytime, even during another delegate's speech.
- 3) Comment: Using too many points of personal privilege can be unproductive to the committee, so use them very sparingly and only if the issue is truly impairing your ability to delegate, not just if it is a touch hot.

Point of Clarification

- 1) Context: This point is used when a delegate wants to clarify a non-substantive point (meaning grammatical, spelling, word choice, awkward phrases) in a resolution or amendment.

Point of Order

- 1) Context: A delegate can raise a point of order when there is a violation of the rules of procedure. The chair will decide whether there is a violation immediately, and if there is, then the violation is corrected or stopped.

- 2) When: This point can be used anytime, including during another delegate's speech
- 3) Comment: A point of order is a very serious procedural matter, especially since it has the power to interrupt other committee proceedings. Therefore, it should be used in a responsible manner; it should only be used if a delegate is sure a rule is broken. If a delegate is not sure if a rule is broken, or if the possibly broken rule does not affect the committee proceedings, it could be prudent for the delegate to rephrase the question at a more appropriate moment in the form of a point of parliamentary inquiry. Please note, that repeatedly using points disturb the flow of debate, and usually does not bode well with the director.

YIELDS

Yield to the Chair

- 1) Context: After the completion of a speakers list speech, a delegate may yield to the chair. This means that the chair will absorb the time remaining in the speech (meaning nothing will happen with any time remaining). Else the delegate may yield to comments and questions from the other delegates.
- 2) When: After a speech on the speakers list.

Yield to Questions

- 1) Context: After the completion of a speakers list speech, a delegate may yield to questions. This means that with the remaining time, the chair will call upon other delegates to ask the delegate giving the speech questions that must pertain to the speech that was just given.
- 2) When: After a speech on the speakers list.
- 3) Comment: The time taken for a delegate to ask the question will not be counted towards the time remaining in the speech.

Yield to Another Delegate

- 1) Context: After the completion of a speaker's list speech, a delegate may yield to another delegate. This means that with the time remaining in the speech, another delegate will be able to elaborate on the ideas that the first delegate presented; the second speaker may not talk about a topic the first speaker did not mention. Please note that only one yield may be made per speaker on the speakers list.
- 2) When: A delegate yields to another delegate after a speech on the speakers list.
- 3) Comment: If the speaker intends on yielding to another delegate, he/she should be sure that the delegate yielded to will support his/her ideas.

Yield to Comments

- 1) Context: After the completion of a speaker's list speech, a delegate may yield to comments. This means that 2 thirty-second speeches can be made by any delegate (the chair will call on two delegates who wish to make comments). Note that the comment must pertain to the original speech.
- 2) When: A delegate yields to comments after a speech on the speaker's list.

RESOLUTION - KEY PHRASES

While healthy debate and constructive caucusing are very important to MUN, they exist simply to lead the delegates to a final product – the **resolution**.

Below is a list of the basic terms relating to different components of resolutions:

- 1) Clause: one section of a resolution, containing one argument or one action
- 2) Phrase: Phrases are the first word(s) of a clause. They introduce the clause and define the nature of its recommendations.
- 3) Preambulatory Clause: The preambulatory clauses (also called preambles) of a resolution state the reasons for addressing the topic. Preambles can reference the UN charter and past international actions. Each clause begins with a preambulatory phrase and ends with a comma.
- 4) Operative Clause: Actions and recommendations made in a resolution are written in the form of operative clauses (or operatives, for short). Each operative is numbered, begins with an operative phrase, and ends with a semicolon. Operatives should be organized logically with each clause containing a single idea or proposal. The resolution ends in a period after the last operative.
- 5) Amendment: An amendment is a change that a delegate would like to introduce to the resolution once it has already been submitted to the chair.
- 6) Resolution Format - Basically, a resolution should be written as one continuous sentence. Resolutions have a very specific and strict format that allows the reader to easily follow the resolution and avoids confusion or ambiguity within the clauses. All resolutions submitted by working groups at the conference must adhere to the format below:

PREAMBULATORY CLAUSES

The clause must meet the following criteria:

- 1) The preambulatory phrase must be italicized.
- 2) The first word of the clause must be capitalized.
- 3) Preambles are not numbered.
- 4) Each preamble ends with a comma.
- 5) Skip a line between each clause. Indent all lines of each clause after the first line.
- 6) Preambles cannot have sub-clauses.
- 7) Acronyms and abbreviations should be written out completely when they first appear in the resolution.
- 8) Each preamble begins with a phrase (See those listed in Appendix A).

OPERATIVE CLAUSES

The clause must meet the following criteria:

- 1) The operative phrase must be underlined.
- 2) The first word of the clause must be capitalized.
- 3) Operative phrases are numbered.
- 4) Each operative clause ends with a semi-colon. The last operative clause ends with a period.
- 5) Skip a line between each clause. Indent all lines of each clause after the first line.
- 6) Operative clauses may have sub-clauses. Sub-clauses should be indented, and listed next to letterings a.,b., etc. Sub-sub-clauses should be indented once more beyond sub-clauses, and listed next to numberings i., ii., etc.
- 7) Acronyms and abbreviations should be written out the first time they appear in the resolution.

(See those listed in Appendix B)

SPONSORSHIP AND SIGNATORY STATUS

A resolution requires sponsors and/or signatories to be presented on the floor. The number of sponsors and signatories must add to one-fifth of the committee. A sponsor takes part in the writing of a resolution, while a signatory simply wants to see the resolution debated.

AMENDMENTS

An amendment changes a resolution by adding, striking out, or substituting a word or phrase. There are two types of amendments: friendly and unfriendly, all of which must be submitted to the Chair in writing. Amendments may not be amended, and may not amend the preamble of a resolution.

Friendly Amendments

A friendly amendment is agreed upon by all sponsors of the resolution. It automatically becomes part of the resolution upon being submitted.

Unfriendly Amendments

An unfriendly amendment is not supported by one or more of the sponsors. An unfriendly amendment requires signatures from one-fifth of the body to be considered. Unfriendly amendments are voted upon at the closure of debate, before their respective resolutions, in the order submitted, and are treated as individual entities (similarly to resolutions). An unfriendly amendment requires a two-thirds vote to become included in the resolution.

APPENDIX A:

Preambulatory Phrases

The United Nations logo, featuring a blue laurel wreath surrounding a map of the world in orange and white, is positioned in the background of the list of preambulatory phrases.

Affirming
Alarmed by
Approving
Aware of
Bearing in mind
Believing
Confident
Contemplating
Convinced
Declaring
Deeply concerned
Deeply conscious
Deeply convinced
Deeply disturbed
Deeply regretting
Desiring
Emphasizing
Expecting
Expressing its appreciation
Expressing its satisfaction
Fulfilling
Fully alarmed
Fully aware
Fully believing
Further deploring
Further recalling
Guided by
Having adopted
Having considered
Having considered further
Having devoted attention
Having examined
Having heard
Having received

Having studied
Keeping in mind
Noting with regret
Noting with deep concern
Noting with satisfaction
Noting further
Noting with approval
Observing
Reaffirming
Realizing
Recalling
Recognizing
Referring
Seeking
Taking into account
Taking into consideration
Taking note
Viewing with appreciation
Welcoming

APPENDIX B:

Operative Phrases

Accepts
Affirms
Approves
Authorizes
Calls
Calls upon
Condemns
Confirms
Congratulates
Considers
Declares accordingly
Deplores
Designates
Draws the attention
Emphasizes
Encourages
Endorses
Expresses its appreciation
Expresses its hope



Further invites
Further proclaims
Further reminds
Further recommends
Further requests
Further resolves
Has resolved
Notes
Proclaims
Reaffirms
Recommends
Regrets
Reminds
Requests
Solemnly affirms
Strongly condemns
Supports
Takes note of
Transmits
Trusts

